

26 December 1956

MEMORANDUM FOR: Branch Chiefs, DD

SUBJECT : Projects

1. The following assignments are listed by Branch with deadlines for execution. We have gone over them many times during the past two months but have pushed them aside because of backlog problems. The answer undoubtedly lies in the reverse approach - introduce the changes in order to solve the backlogs. When you have doubts about a suggested approach, I suggest that you put your proposals in writing for negotiation. In the end we should have a memorandum for the record describing every major step accomplished.

2. Analysis Branch: [REDACTED] 25X1A 25X1A

25X1A

- a) [REDACTED] working with [REDACTED] arrange to use codes supplied by Air Force (for Minicard) for CIA intellofaxing. Begin by 14 January.
- b) Eliminate production of "D" cards for the routine flow of intelligence documents. Record dissemination in grease pencil on the OCR processing copy for filming. This practice in the case of State Dept. nodexes has already proved the feasibility of this approach. Begin by 7 January.

c) -1 Staff the screening desk to handle the entire flow of documents through the Batch system. *Defense screening began 15 Jan 57*

25X1A

-2 Staff the proposed Special Section on a provisional basis to disseminate and code all finished intelligence identified by screeners. Note: some categories can bypass the screening step once [REDACTED] Branch and the screeners agree on any special processing desired. *1st blended with Special Section 15 Jan 57*

Begin by 14 January.

d) Establish criteria for dissemination of ICA reports to CIA. If 80-90% of the reports are not used, their receipt by the Agency must be stopped. *reported 4 Jan 57*

25X1A

Arrange by 21 January. [REDACTED]

25X1A

3. Distribution Branch: [REDACTED]

- a) Begin the preparation of receipt forms and batch control sheets by adding machine. A second and possibly a third machine may be required. Training of staff will take time. Begin by using the available machine full-time and rotate staff in order to give training experience. [REDACTED] *late Dec on [REDACTED]*
Begin 7 January.

25X1A

-2-

- b) Working with [REDACTED] lay out a batch flow system and a floor layout for staff and equipment which will:

- ✓ 1) Accommodate screening as a new step in processing.
- ✓ 2) Eliminate batching of distribution copies of documents.
- ✓ 3) Batch library copy only before microfilming, using the adding machine to prepare the batch control sheet.

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25X1A

- 4) Jointly with Analysis Branch review the typing requirements for the source card, set a new typing pattern for Nodex and streamline the standard source card wherever possible. A working group including perhaps [REDACTED] might be assigned to complete this project by 14 January.

25X1A

- 5) Jointly with Management: [REDACTED] streamline equipment used for mail, sorting, logging and distribution of documents. Replacement of Kardex by Disbold log folders (now on order for Acquisitions Branch of CIA Library) for standard distribution and flash items should be considered immediately.

No single deadline date can be set, however, all items should be in force or fully planned by 1 February.

Special Control Branch: [REDACTED]

25X1A

- a) Complete the statement of missions and functions for the Special Release Branch [REDACTED] for discussion with DAD/CR by 28 December.

25X1A

- b) Inaugurate the revised flow system for [REDACTED] documents by 3 January. Including:

25X1C

- 1) Termination of special logging and replacement by filing of a copy of the source card.
- 2) Relocation of distribution to Distribution Branch.
- 3) Introduction of typing step (source card) immediately following reading for dissemination and before documents are delivered to Machine Division for copying.

- c) Submit proposed form release memoranda to Forms Management Office by 4 January.

- d) Revise September Cable Center memorandum to Chief, Liaison Division to show current conclusions and recommendations on T/O, and space. Complete by 10 January.

25X1A

Chief, Document Division